

CITY OF MILWAUKIE

CLASSIFICATION: HOUSING AND ECONOMIC DEVELOPMENT ASSISTANT

Department: Community Development

FLSA Status: AFSCME

Pay Grade: 60

Union Representation: AFSCME

CLASSIFICATION SUMMARY:

Oversees a variety of special projects and programs in the Community Development department. Assists in the implementation of housing and economic development related policies and plans and oversees existing programs and projects. With direct supervision from the Community Development Director and direction from the Development Project Manager, assists in the development of new programs and projects to meet the city's goal of housing affordability and economic development. Conducts moderate to complex level qualitative and quantitative analysis, data analysis and policy development as assigned. Conducts grant writing, research and marketing for business development, housing strategy implementation, and outreach. Serves as a resource for housing and economic development for the public. May serve as staff liaison to citizen advisory boards. Coordinates efforts for housing, business development while working closely with other staff. Represents the City on intergovernmental committees. Makes recommendations to the Community Development Director. Presents findings and recommendations both in writing and orally to Director and citizen groups and with supervision to City Council.

Work is performed under the supervision of the Community Development Director with direction provided by the Development Project manager. Assignments typically represent a subset of an overall program or project. May take the lead on projects of limited scope and controversy. The position receives specific instruction regarding data analysis and policy development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Oversees assigned contracts and development projects to achieve goals within available resources. Reviews progress of contracts and grants monitors contracts to ensure accountability for quality work products, service delivery, and cost controls.
2. Assists in and provides coordination of, planning projects.
3. Assists in the development of short and long-range plans in housing and economic development subject areas; gathers, interprets and prepares data for studies, reports and recommendations; coordinates activities with other departments, agencies and contractors as necessary.
4. Researches grant programs and prepares grant applications. Oversees and administers grants with guidance from Community Development Director.
5. Gathers and analyzes data; organizes and documents findings of studies and prepares recommendations to community Development Director for implementation of new systems procedures or organizational changes.
6. Makes presentations to boards, commissions, civic groups and the general public as assigned.

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May present to City Council with supervision. Drafts presentations, resolutions, ordinances, contracts, and administrative policies as directed by the Community Development Director.

7. Conducts research and analysis for programs, grants, and services.
8. Assists Community Development Director and Development Project Manager on projects.
9. May serve as staff liaison to citizen advisory committee.
10. Maintains positive public relationship with customers and is responsive to customer needs.
11. Develops safe work habits and contributes to the safety of self, co-workers, and the public.
12. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Project management principles and techniques.

Skills and Abilities to:

- Advance housing and planning projects.
- Draft contracts for special projects and studies.
- Work with contractors on behalf of the City to monitor progress.
- Follow and track grant procedures.
- Facilitate public input processes and public meetings.
- Analyze, interpret moderately complex data, understand and synthesize legal and technical language to develop recommendations.
- Coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.
- Serve as liaison and coordinator between the City and other agencies.
- Research, draft and present recommendations to department heads, City Manager, citizen advisory boards and other government agencies with support from the Community Development Director.
- Write moderately complex technical reports and grant applications within prescribed timeframes.
- Make effective written and oral presentations.
- Establish and maintain effective working relationships.
- Work as a team member.
- Perform the essential functions of the job.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Bachelor's degree specializing in planning, public administration, engineering, housing, architecture or a closely related field.
- One (1) year experience in housing development related project management, public administration, planning, land development, or related field.

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Licensing/Special Requirements:

- Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Computer, telephone, printer and copy machines.
- Computer software including Microsoft Word, Excel and PowerPoint.

Supervision:

- This is not a supervisory classification.
- Works under the supervision of the Community Development Director and with direction from the Development Project Manager.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Generally, work is performed in an office environment. May be present while occasionally performing site inspections.
- Evening meetings required.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Drafted: 1/2020
Adopted: 2/2020